

NOTICE TO BIDDERS

Notice is hereby given that the City of Plymouth, Michigan will accept sealed bids up until 2:00 p.m., November 13, 2024. The bid opening will be at 2:00 p.m., November 13, 2024 for the following:

Request for Proposal – HVAC Maintenance

Specifications and bid documents are available at the city hall during normal business hours. You may also download a copy of the documentation from the City's web site at: <http://www.plymouthmi.gov>.

The City of Plymouth reserves the right to accept or reject any or all bids, in whole or in part, and to waive any irregularities.

Maureen Brodie, CMC, MiPMC
City Clerk
City of Plymouth

INSTRUCTION TO BIDDERS

MODIFICATIONS: The proposal shall not contain any recapitulations of the work to be done. The City is under no obligation to consider alternate proposals or modifications to the specifications unless specifically requested in the bid documents. Oral presentations will not be considered.

EXAMINATION/INTERPRETATION OF THE CONTRACT DOCUMENTS & ABILITY TO BID:

Before submitting a proposal, bidders shall carefully read the specifications and other bid documents and shall fully inform themselves as to all existing conditions and limitations and shall include in the proposal a sum to cover the cost of all items included in the specifications. Any bidder in doubt as to the true meaning of any part of the specifications or contract documents may submit to the City of Plymouth a written request for an interpretation or correction thereof. The person submitting such request will be responsible for its prompt delivery. If the interpretation is of general significance to all bidders, the City will attempt to fax or mail a copy of the interpretation to all parties known to be considering the bid. If the interpretation is of sufficient importance to potentially affect other bids, then the City may extend the bid due date to give all potential bidders an opportunity to consider the interpretation. Neither the City, nor its agents and employees, shall be responsible for any other explanations or interpretations of the specifications and bid documents, other than those issued in writing by the City Clerk.

It is the intent of the City of Plymouth that all qualified contractors is able to bid under these specifications. If the bidder feels that the specifications are unreasonably restrictive and prevent an effective bid from being submitted, then the bidder is encouraged to notify the City and provide a written request for interpretation of the specification that is being considered restrictive.

ADDENDA: Any addenda issued prior to the bid opening shall be covered by the bidder in the proposal and shall be made part of the contract documents. Receipt of such addendum shall be acknowledged in the proposal.

DELIVERY OF PROPOSALS: Bids shall be delivered by the time and to the place specified in the Notice to Bidders. It is the sole responsibility of the bidder to see that his/her proposal is received in proper time. Any proposal received after the scheduled closing time for receipt of proposals shall be returned to the bidder unopened. To avoid late receipt and disqualification of bids, it is recommended that bidders personally deliver bids or utilize overnight or certified mail with return receipt requested.

BIDS SHOULD BE DELIVERED IN SEALED ENVELOPES BEARING THE INSCRIPTION "City of Plymouth – HVAC Maintenance".

DELIVER BIDS TO:

Maureen Brodie, CMC
City Clerk
City of Plymouth
201 S Main
Plymouth, MI 48170-1688

WITHDRAWAL: Any bidder may withdraw his proposal, either personally or by telegraphic, faxed or written request, at any time prior to the scheduled closing time for receipt of proposals.

OPENINGS: Proposals will be opened and publicly read aloud at the time designated.

BIDDER QUALIFICATIONS/REFERENCES: All bidders shall include a list of at least three references, preferably municipalities, which the City may contact regarding the bidder's performance. Upon request, the bidder shall also furnish a written statement of its qualifications for the proposed work and a list of work completed on similar projects.

DURATION OF PROPOSALS: Each proposal shall be considered binding and in effect for a period of ninety (90) days following the bid opening.

PAYMENT TERMS: To be determined by The City of Plymouth based on the proposals presented.

EQUAL EMPLOYMENT OPPORTUNITY: In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, religion, color, or national origin. The contractor shall further not discriminate against any employee or applicant for employment to be employed in the performance of this contract with respect to his/her hire, tenure, terms, conditions, privileges of employment or any matter directly or indirectly related to employment because of age, except in cases of bona-fide occupational qualifications. Non-compliance with the non-discrimination clause of this contract shall result in cancellation, termination or suspension of the contract and the contractor may be declared ineligible for further City of Plymouth contracts.

HOLD HARMLESS CLAUSE: The contractor agrees to defend and hold the City of Plymouth and its tenants harmless from any claims, actions, damages, losses and expenses of any sort arising out of or in connection with any act or omission of said company, its employees, stewards agents or sub-contractors.

FAILURE TO PERFORM: Failure to perform according to the specifications and bid will result in immediate cancellation of the contract, with the understanding that the City will contact the contractor and inform him/her of any deficiencies and allow corrections of said deficiencies to be made within 24 hours of such notification. Repeated failures of same deficiency will result in immediate termination of the contract after written notice

has been given and noted as final notice of failure to comply.

NON-COLLUSION AFFIDAVIT: Bidders will complete the enclosed Affidavit of Non-collusion by Contractor form.

EXTENSION OF BID AWARD: Bid may be extended at the discretion of the City of Plymouth on a yearly basis.

THE CITY OF PLYMOUTH RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS, IN WHOLE OR IN PART, AND TO WAIVE ANY IRREGULARITIES.

HVAC Maintenance – City Hall

The City of Plymouth is seeking a contractor to maintain all HVAC equipment at City Hall. The physical location of 201, South Main, Plymouth, MI, 48170. This location houses not only all administrative offices of the City of Plymouth but also the Police Department and Fire Station #2.

Preventative Maintenance

- Mid Summer A/C Inspection and Report to City of Plymouth
- Fall A/C Shutdown
- Fall Heating System Start-up Inspection and Report to City of Plymouth
- Mid Winter Heating Inspection and Report to City of Plymouth
- Spring A/C Start-up
- Spring A/C Inspection and Report to City of Plymouth
- Water Treatments during Summer Months for Cooling Tower
- Yearly Inventory Report
- Filter Replacements
 - Twice a Year for City Hall
 - Twice a Year for Public Safety (Police & Fire Departments)
 - Twice a Year for MSD

All state and local building codes must be met, and applicable permits will be required. Permit fees will be waived.

Site Visit – A site visit is required to submit a bid. All site visits must take place between Monday, October 28th through Friday, November 1st or Monday, November 4th through Friday, November 8th. All site visits must take place between the hours of 7:30 a.m. to 3:00 p.m.

MSD/Parking Deck/Fire Station #3

In addition to the City of Plymouth City Hall, the City is also seeking a contractor to handle all repairs on various pieces of HVAC equipment located at the following locations:

Municipal Services – 1231 Goldsmith
Fire Station #3 - 186 Spring
Parking Deck – Off of Harvey/Near Fleet Street

The quoted rate would be on a time and materials basis as needed for repairs.

Vendors with Questions/Arrange Site Visit:

Questions related to this Request for Proposal and/or to schedule your site visit, should contact Nick Johns of the Municipal Services Department. He can be reached at (734) 453-7737 x113 or via email at njohns@plymouthmi.gov.

Equipment Listing (Partial)

BAC Cooling Tower (Roof) - Model VXT-450

Trane 30 Ton Chiller (Basement) - Model CGWD-C30

A/C Unit 1 – Air Handling Unit (RTU-1) – Police Department

Trane Model - YSC048E3RHA18D0C0A1B00100

5 Zones

A/C Unit 2 – Air Handling Unit (RTU-2) – Fire Department

Trane Model - YSC036E3RMA1A8D0C0A1B00100

3 Zones

A/C Unit 3 – Air Handling Unit

Trane Model Weil McLain Hot Water Boiler

S/N Model J-14 Series 3 S/N 42168

195,000 BTU Input/156,000 BTU Output

Carrier Split-System Rooftop Condensing Unit

Model 38A0ZA08A0A5A0A0A0

Bell & Gossett (B&G) Cooling Tower Pump (Basement)

Model 1510 2BC

135gpm @ 50' HD, 5HP, 460V 3PH

Honeywell Pneumatic Air Compressor Model D7740

Hankinson Pneumatic Air Drier Model 8010

Response Time (All facilities)

A maximum of 4-hour response time is required for all emergency call-ins.

AFFIDAVIT OF NONCOLLUSION

STATE OF _____ COUNTY OF _____

_____ (name), being first duly sworn deposes and says

that he is _____ (title) of _____ (corporation)

who submits herewith to the City of Plymouth a proposal for **HVAC Maintenance** for the City of Plymouth Recreation Department and certifies:

That all statements of fact in such proposal are true;

That such proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That such proposal is genuine and not collusive or sham;

That said bidder has not, directly or indirectly, by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of the City of Plymouth, or of any other bidder or anyone else interested in the proposed contract; and further

That prior to the public opening and reading of proposals, said bidder:

1. Did not, directly or indirectly, induce or solicit anyone else to submit a false or sham proposal;
2. Did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his bid;
3. Did not in any manner, either directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the proposal price of said bidder or of anyone else or to raise or fix any overhead, profit, cost element of his proposal price or of that of anyone else;
4. Did not, directly or indirectly, submit his proposal price or any breakdown thereof, or the content thereof, or divulge information relative thereof, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to any person or persons who have a partnership or other financial interest with said bidder in this business.

Firm Name

Signature of Bidder

Date: _____

BIDDER CONTACT INFORMATION

Contractor Name	
Address	
City/State/Zip	
Phone Number	
Fax Number	
Email Address	
Contractor Contact	

The Undersigned, having examined the scope of work, hereby proposes to perform the work in a manner satisfactory to the City of Plymouth in accordance with all specifications, terms and conditions contained in this bid document at the following rates and prices and complete all work within schedules as generally stated and specifically agreed to at the initiation of each phase of work. I affirm that I have the authority to submit this bid to the City of Plymouth for the work specified on the attached sheet.

Signature of Authorized Agent

Printed Name of Authorized Agent

Date

Please note that primary contact will all contractors with be via email.

City of Plymouth Proposal Form HVAC Maintenance

- Please provide pricing for work to be completed in table below.
- Attended Mandatory Site Visit
- Attach reference list of similar work.
- Attach copy of proof of insurance (Liability & Workers Compensation)
- Submit three (3) copies of the proposal.

Site Visit	
Date	

Preventative Maintenance	
Yearly Rate	
Yearly Escalator (If any)	

Time and Materials Rates (Contract – City Hall/MSD/Parking Deck/Fire Station #3)

Straight Time Rate	
Overtime Rate	
Holiday Rate (If applicable)	
Vehicle Rate (If applicable)	

Time and Materials Rates (Non-Contract/Emergency)

Straight Time Rate	
Overtime Rate	
Holiday Rate (If applicable)	
Vehicle Rate (If applicable)	

Signature of Authorized Agent

Printed Name of Authorized Agent

Date